



# Missouri First Steps Release of Information



## Instructions for Completion

The Family Educational Rights and Privacy Act (FERPA), incorporated by reference in the Individuals with Disabilities Education Act (IDEA), requires that the parent's signed and dated written consent be obtained in order for the First Steps System to share IFSP, assessment and evaluation information, and progress notes with individuals and agencies outside of the First Steps system.

A Release of Information form should be completed for each individual/agency for which it has been determined information needs to be shared. Please note that this release is **ONLY** for individuals/agencies **OUTSIDE** of the First Steps System with whom information needs to be shared. FERPA does not require that parental consent be obtained in order for those individuals within the system (SPOE staff, the child's Service Coordinator(s), the child's Service Provider(s), the CFO, the DESE) to share information with one another on a need to know basis.

This form will also be used when requesting information from physicians or other sources to assist with eligibility determinations or IFSP planning. The form is designed to be compliant with both FERPA and Health Insurance Portability and Accountability Act (HIPAA) regulations.

This consent is valid until the child is no longer receiving First Steps services unless the parent specifies an expiration date. The parent may also revoke their consent at any time. Should this be the case, the date of the request to revoke the consent should be documented on each consent form to which it applies.

In the rare case that a child does not have an identified parent, guardian, foster parent, or person acting as a parent, the SPOE must request that DESE assign an educational surrogate for the child. The educational surrogate or other person acting as a parent will sign the release of information and First Steps consent forms as the educational decision maker for the child. The "person acting as a parent of the child" refers to relatives of the child or private individuals with whom the child lives, when the child does not live with a parent or guardian. The term does not include the State if the child is a ward of the state.

All information shared with the Individual/Agency listed on the consent becomes part of the child's Early Intervention Record and shall be maintained in accordance with state and federal regulations implementing FERPA and IDEA.

### To complete:

- Enter the name of the parent/legal guardian giving consent. Only one parent needs to sign.
- Enter the name/address/phone number of the Individual and/or Agency that will be releasing the information
- Enter the child's legal name and Date of Birth
- Enter the name/address/phone number of the individual or agency that will be receiving the information.

- Use the checklist or space designated as “other” to indicate the purpose of the requested information. More than one item may be checked, if appropriate
- Indicate by placing a check in front of all of the types of records/information that you are sending. If “other” specifically identify what information you are sharing.
- If the parent wishes to specify an expiration date that is prior to or after the date the child will no longer be receiving First Steps services, indicate the expiration date. If not, leave that space blank.
- Have the parent sign and date (m/d/y) the form.

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